

2025-2026

● This resource has been reviewed and updated for accuracy as of October 2025.

Louisiana Business Checklist

**Avoid costly mistakes
before the holiday rush**





Seasonal Employee Misconduct / Theft Checklist

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1. Use Written Employment Agreements

Every seasonal hire should sign a written agreement that clearly outlines expectations, conduct, confidentiality, and theft-prevention policies. Verbal understandings are never enough.

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2. Define “Misconduct” in Writing

List specific examples — tardiness, unauthorized discounts, cash shortages, policy violations, or inappropriate behavior — to remove any ambiguity.

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3. Implement Cash and Inventory Controls

Monitor petty cash, register activity, and product inventory daily during the holiday season. Use digital tracking whenever possible.

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4. Limit Access to Sensitive Areas

Only trusted, long-term employees should have access to safes, keys, alarm codes, or back-office inventory. Keep a written access log.

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5. Require Policy Acknowledgment Forms

Have every new hire sign acknowledgment forms for company policies on theft, confidentiality, and conduct. Keep these in their personnel file.

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6. Document Training Thoroughly

Even short onboarding sessions count — record the date, trainer, and topics covered (especially theft prevention and customer conduct).

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7. Watch for Red Flags Early

Keep an eye out for unusual register voids, “no sale” transactions, late-night access, or inconsistent reports. Address concerns promptly and in writing.

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8. Review Security Footage Weekly

Don’t wait for an incident — spot-check cameras regularly and store footage securely in compliance with privacy laws.

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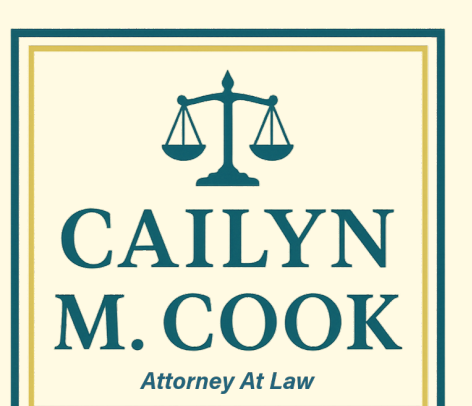
9. Conduct Proper Offboarding

At the end of seasonal employment, collect all company property, deactivate system access, and confirm keys or badges are returned.

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10. Consult a Louisiana Employment Attorney

If an employee is suspected of theft or serious misconduct, contact legal counsel early. Proper documentation and adherence to Louisiana labor law can prevent wrongful termination or defamation claims.





Alcohol-Related Incidents & DWIs Checklist

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1. Establish a Written Alcohol Service Policy

Put your alcohol service rules in writing and review them with all staff. Define who can serve alcohol, the limits of service, and how violations will be handled under Louisiana's Alcohol and Tobacco Control (ATC) regulations.

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2. Create an Age Verification Policy (For your staff)

Require valid, physical photo ID for anyone who appears under 35. Make "carding" a strict policy—no exceptions, no guesswork.

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3. Use Only Certified Servers

All bartenders and servers must hold a current Louisiana Responsible Vendor (RV) permit. Keep copies of permits on file and verify renewal dates.

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4. Track and Limit Drink Service

Set internal drink limits or "cut-off" guidelines for customers during busy events. Train staff to log refusals and communicate them to management discreetly.

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5. Assign a "Sober Shift Lead"

Designate one team member each shift to monitor alcohol service, behavior, and safety. This person should be empowered to make immediate decisions.

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6. Train for Safe Refusals

Teach staff to decline service respectfully to intoxicated patrons and to document the encounter—time, description, and witness if possible.

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7. Post Visible Safety Signage

Display clear notices of your zero-tolerance policy on overservice and underage drinking. Signs should be visible to staff and patrons alike.

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8. Provide Safe Transportation Options

Partner with local rideshare, taxi, or shuttle services. Post QR codes or phone numbers near exits and bars to reduce DWI risks.

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9. Document All Incidents Promptly

Use an incident form to record disturbances, refusals, or accidents. Include who was involved, actions taken, and any follow-up steps.

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10. Review Liability with Legal Counsel

Consult a Louisiana attorney familiar with "dram shop" liability and ATC enforcement. Proactive review helps limit exposure if an alcohol-related incident or DWI claim occurs.



Small Business Liability During Events Checklist

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1. Require Written Event Contracts

Every vendor, performer, and participant should sign a written agreement outlining responsibilities, payment terms, and liability coverage. Clearly define who is responsible for what in case of damage or injury.

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2. Collect Liability Waivers from Participants

Have guests, volunteers, or event participants sign waivers acknowledging potential risks. Ensure waivers are properly worded and compliant with Louisiana law.

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3. Verify Insurance Coverage

Confirm that your business and all vendors carry active general liability and event insurance. Request and keep certificates of insurance naming your business as “additionally insured.”

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4. Prepare an Emergency Response Plan

Create and distribute a plan for emergencies — include evacuation routes, medical contacts, and procedures for injuries or disturbances. Train staff before the event begins.

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5. Inspect Equipment and Setup

Before each event, inspect tents, cords, tables, and signage for trip hazards or weather-related risks. Document inspections with photos or checklists.

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6. Maintain Food and Alcohol Compliance

Verify that all food and beverage vendors hold proper Louisiana Department of Health and ATC permits. Make sure refrigeration, handwashing, and alcohol-handling standards are followed.

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7. Implement Crowd Control Measures

Set capacity limits and establish security or crowd management roles. Assign staff to monitor entrances, exits, and compliance with fire safety rules.

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8. Post Clear Safety and Access Signage

Mark restricted areas, exits, and safety rules visibly. Signs help minimize confusion and protect your business in liability disputes.

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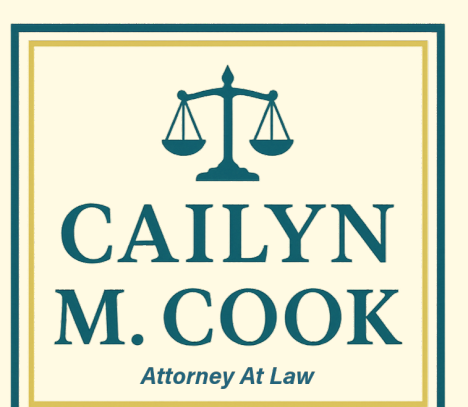
9. Prepare for Weather or Cancellations

Include a “force majeure” or weather clause in vendor contracts. Outline refund and rescheduling policies in writing to prevent disputes.

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10. Schedule a Legal Review Before Hosting

Have a Louisiana attorney review your event contracts and insurance policies before your next event. Small updates can prevent large claims later.





Partnership or Vendor Disputes Checklist

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1. Put Every Agreement in Writing

Avoid handshake deals. Every partnership, vendor contract, or collaboration should be documented in writing with clear terms and signatures.

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2. Define Deliverables Clearly

Specify what each party is responsible for — including scope of work, deadlines, and payment schedules — to prevent misunderstandings later.

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3. Include a Dispute Resolution Clause

Add a clause requiring mediation or arbitration before court action. This can save both time and money if disagreements arise.

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4. Keep a Communication Record

Document all communications — emails, texts, and call notes. If a conflict arises, written documentation becomes critical evidence.

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5. Verify Licensing and Good Standing

Check that all vendors and partners are registered and in good standing with the Louisiana Secretary of State or relevant licensing boards.

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6. Conduct Regular Performance Reviews

Schedule check-ins to evaluate deliverables, progress, and payment accuracy. Document feedback and resolutions in writing.

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7. Centralize Payment Verification

Use one system (like QuickBooks or a shared invoicing platform) to track payments, deposits, and receipts, reducing confusion and missed payments.

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8. Outline Termination Procedures

Include clear exit terms — notice periods, payment obligations, and return of materials. Avoid open-ended agreements.

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9. Protect Your Intellectual Property

Clarify ownership of creative content, designs, or marketing materials. Include licensing terms to prevent future misuse.

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10. Seek Mediation Early

If tensions build, bring in a neutral third-party mediator before the issue escalates. Louisiana-based mediators can often resolve disputes faster than litigation.



Noise Complaints & Permitting Issues Checklist

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1. Research Local Noise Ordinances

Each Louisiana parish and city has different rules for sound limits, quiet hours, and outdoor events. Review your local code before planning live music, outdoor service, or public gatherings.

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2. Apply for Necessary Permits Early

Submit sound, event, or entertainment permit applications at least 3–4 weeks in advance to allow for review and approvals. Keep digital and printed copies for your records.

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3. Maintain Volume Logs

If your business frequently hosts music or outdoor events, document sound levels with a decibel meter at regular intervals — especially after 9 p.m.

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4. Notify Neighbors or Nearby Businesses

Send a friendly notice before large events or extended hours. Courtesy communication often prevents formal complaints and builds community goodwill.

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5. Assign a Noise Monitor

Designate one responsible team member during events to monitor sound, respond to concerns, and adjust volume if needed.

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6. Check Sound Equipment Placement

Position speakers, generators, or amplifiers away from residential areas or neighboring businesses. Simple re-angles can dramatically reduce complaints.

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7. Set a Clear Event Schedule

Establish music start and end times in writing and communicate them to staff, DJs, and performers to avoid accidental overruns.

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8. Keep Permits Accessible On-Site

Store printed copies of your sound or event permits in a visible location for quick access if law enforcement or inspectors stop by.

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9. Document Complaints and Responses

If a complaint occurs, record the time, nature of the concern, and how it was handled. Keeping a simple “noise log” shows diligence and cooperation.

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10. Consult with a Louisiana Business Attorney

For recurring issues or unclear permit requirements, speak with a local attorney familiar with municipal codes and commercial zoning laws to ensure compliance.



Public Disturbance or Self-Defense Charges Checklist

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1. Understand Louisiana Self-Defense Law

Familiarize yourself with Louisiana Revised Statutes RS 14:19–20, which outline the lawful use of force in defense of self, others, or property. Knowing the boundaries protects both you and your staff.

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2. Train Staff in De-Escalation Techniques

Host an annual training on how to safely manage confrontations. Teach employees to remain calm, avoid threats, and disengage when possible.

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3. Create Written Incident Protocols

Establish clear, step-by-step instructions for responding to altercations — including when to call law enforcement, preserve evidence, and notify management.

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4. Maintain Working Security Cameras

Install high-quality cameras covering entry points, cash-handling areas, and public spaces. Ensure footage is time-stamped and securely stored for at least 30 days.

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5. Document Witness Statements Immediately

If an incident occurs, record statements from staff and witnesses while memories are fresh. Include names, contact details, and the time of the report.

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6. Enforce a “No Public Arguments” Policy

Train staff to never argue with patrons, vendors, or competitors in public areas or on social media. Disputes should be resolved privately or through proper legal channels.

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7. Contact Legal Counsel Before Making Public Statements

If an incident results in arrest, injury, or media attention, speak with your attorney before posting or speaking publicly. Even innocent statements can complicate your defense.

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8. Limit Internal Communication to Need-to-Know Staff

Share incident details only with key team members. Avoid posting or discussing sensitive situations in group texts or online forums.

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9. Secure Your Premises After-Hours

Lock all doors, windows, and gates after closing to prevent trespassing or unauthorized entry. Consider motion lighting or alarm systems for added security.

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10. Schedule a Post-Incident Legal Review

After any serious disturbance, meet with your Louisiana attorney to review procedures, identify vulnerabilities, and update staff training materials.





Estate & Property Concerns Before Holidays Checklist

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1. Review Property Ownership Records

Confirm that property titles, deeds, and business real estate documents are accurate, recorded, and free from disputes. Resolve any joint-ownership issues before the year ends.

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2. Verify Beneficiaries on Key Accounts

Check all insurance policies, retirement plans, and bank accounts to ensure the correct beneficiaries are listed. Louisiana's community property laws can complicate outdated records.

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3. Update or Draft Your Will

Review your will to ensure it reflects your current wishes. Louisiana's forced heirship laws may require specific provisions for children or dependents.

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4. Establish Powers of Attorney

Create medical and financial powers of attorney (POA) to designate someone who can act on your behalf in case of emergency or travel.

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5. Create an Updated Asset Inventory

List all major assets — property, vehicles, business interests, and accounts. Keep a copy in a secure, fireproof location and share access with a trusted family member.

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6. Address Property Taxes and Deadlines Early

Check upcoming due dates for Louisiana property tax payments and confirm mailing addresses are correct to avoid penalties or late fees.

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7. Confirm Homestead and Business Exemptions

Review your eligibility for Louisiana homestead exemptions or small-business property tax exemptions before year-end.

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8. Secure and Store Legal Documents Safely

Store wills, deeds, insurance policies, and POAs in a fireproof safe or with your attorney. Share the location and access instructions with one trusted contact.

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9. Avoid Verbal Promises About Property or Assets

Louisiana law requires written, notarized documentation for property transfers or estate commitments. Verbal promises hold no legal weight.

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10. Schedule a Pre-Holiday Legal Review

Before travel or the busy season, meet with a Louisiana estate or business attorney to review your documents, update your will, and confirm compliance with state laws.

****Added Value Bonus****





Cailyn M. Cook

Attorney At Law

Strategic legal representation with clarity and care. I help Louisiana families, entrepreneurs, and individuals protect what matters most. My practice offers both limited-scope and full-scope services, designed for real life and real results.

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